



Department of Energy
Washington, D. C. 20585

January 6, 2009

MEMORANDUM FOR: Program Office Resource Managers

FROM:

Howard G. Borgstrom 
Working Capital Fund Manager

SUBJECT:

December Working Capital Fund Billing

This memorandum transmits the December 2008 actual expenses for your program for the Working Capital Fund. This bill is being forwarded to Chief Financial Officer for entering into STARS in time to be recorded for the December 2009 fiscal accounting month.

Program charges for infrastructure and other fixed charges will be postponed in order to simplify billing and to relieve program accounts of financing annual requirements during a continuing resolution. However, like your programs, Fund businesses require budget authority to obligate to vendors for their goods and services. We can keep these accounts funded during the CR by collecting program funds equal to five-month's of operations.

Payments for FY 2009

Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

"Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization's advance payment shall be paid to the WCF until full funding becomes available." **CFO Guidance issued September 1998,**
"Working Capital Fund, Administrative Control of Funds."

Cost and Payment Analysis

The following tables are attached to assist you with your analysis of actual monthly WCF expenditures:

Table I Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.

Table II Shows the total to date of all costs billed for the current fiscal year, reflecting cumulative consumption through the current billing cycle.

Table III Is a copy of the FY 2009 Budget Request to Congress. Although our operations are limited to the FY 2008 spending levels by the Continuing Resolution, the annual estimate is a better indicator of total annual spending plans.

December Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of December both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes charges for outgoing metered mail and express mail incurred during December. Charges for mail infrastructure will be recorded later in the fiscal year.

Photocopying - This bill reflects charges for actual December usage. Per copy rates remain unchanged at 2.8 cents for central and staffed facilities; 1.5 cents for dedicated copiers; 50.0 cents for color copies. Rates for digitalization services are: scan only - \$.20; scan and Optical Character Recognition (OCR) - \$.28; scan, OCR and microfilm - \$.35.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during December. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2008.

Building Occupancy – There are no charges for this month.

Telephones - The December represents actual usage costs for October. Infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network – December charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. December charges for DOEnet are based on actual infrastructure costs at the respective sites.

Contract Closeout – The enclosed bill includes actual charges related to closeout of contracts during the month of December.

Purchase Card Surveillance – Annual Charges for this business segment will be recorded later in the fiscal year.

Payroll Processing – Annual Charges for this business segment will be recorded later in the fiscal year.

Corporate Human Resource Information System (CHRIS) – Annual Charges for this business segment will be recorded later in the fiscal year.

Corporate Training Services (CTS) – There are no charges for the month of December.

Project Management Career Development Program (PMCDP) – Annual Charges for this business segment will be recorded later in the fiscal year.

STARS – Annual Charges for this business segment will be recorded later in the fiscal year.

Financial Reporting Control Assessment – Annual Charges for this business segment will be recorded later in the fiscal year.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page. Information available on the Web Page includes:

- The 2007 edition of the WCF Guide to Services, Policies and Procedures;
- FY 2009 Budget Projections;
- The monthly summary billing tables with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

The new Web Page address is: <http://www.wcf.doe.gov>

Please contact Ronald Mayo (6-4911) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Mail Printing and Graphics Copying	Scot Allard	(202) 586-9671
Building Occupancy Supplies	Michael Shincovich	(202) 586-1557
Information Management: Telephones Desktop Services Networking	Ann Warnick Judy Saylor Ann Warnick Judy Saylor	(301) 903-3056 (301) 903-4999 (301) 903-3056 (301) 903-4999
Contract Closeout	Deborah Black	(202) 287-1416
Payroll Processing	Jerry Odegard	(301) 903-4934
CHRIS	Robert Briede	(202) 586-7475
Corporate Training Services (CTS) On Line Learning Center (OLC) Training Delivery & Services (TDS)	Cheri Dent	(202) 586-9556
Project Mgt. Dev. Program (PMCDP)	Marylee Baker	(202) 586-8254
iManage – STARS/IDW	Bob Emond	(202) 586-2354
iManage – STRIPES/ORFASC	Warren Huffer	(301) 903-3761
A-123	Bob Emond	(202) 586-2354

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BPA	R. Seifert	D. Krauss
CF	J. Kellogg	
CI	D. Woomer	Michelle Livingston
CN	M. Anderson	
DR	C. Iager	
ED	J. Shea	
EE	A. Meacham	T. Heavey
EIA	N. Burnette	G. Kabat
EM	C. Flohr	J. Lakin
FE	C. Roy	M. Jones
GC	D. Bullington	
HG	P. Spencer	F. Brown
HR	S. Deters	
HS	D. Herman	D. James
IG	L. Snider	D. Gillam
IM	A. Warnick	S. Garvey
IN	M. Anderson	
LM	M. Owen	M. Kennedy
MA/AB/S	M. Dillon	G. Richardson
NA	S. Minnick	J. Trainor
NE	S. Harlow	L. Soo Hoo
NR	J. Merritt	
OE	P. Trottier	M. Rodrigue
PA	P. Baker	
PML	J. Dodd	G. Ceja
PI	L. Morrow	S. Rush
RW	J. Phillips	
SC	V. Barden	T. Whipp
Office of Budget (CF-30)	J. Luczak	

WCF BOARD MEMBERS

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>PROGRAM</u>	<u>ADDRESSEE</u>
CFO	S. Isakowitz	MA	I. Kolb
CIO	T. Pyke	NA	T. D'Agostino
EE	S. Chalk, Acting	HSS	G. Podonsky
EI	G. Caruso	PI	K. Fredriksen, Acting
EM	J. Rispoli	SC	R. Orbach
FE	J. Slutz, Acting	GC	D. Hill
HC	R. Franklin, Acting	PML	J. Dodd
RW	E. Sproat	NE	D. Spurgeon

Summary of Current Month Bill - December 2008
(WHOLE DOLLARS)

Table IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY		MONTHLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUPANCY	BLDG ALTERATIO N	TOTAL BUILDING OCCUPANCY	PHONE USAGE	TELEPHONE INFRA.	TOTAL PHONE SERVICE
BPA	3	98	0	98	0	0	0	0	232	0	0	0	59	977	1,035
CF	8,748	520	0	520	4,646	7,181	0	11,827	2,487	0	0	0	4,469	22,655	27,124
CI	212	163	0	163	364	0	0	364	481	0	0	0	2,723	3,008	5,731
ED	569	600	0	600	1,560	252	0	1,812	1,591	0	0	0	1,134	3,594	4,728
EE	17,389	16,843	0	16,843	6,915	5,842	539	13,297	97,842	0	0	0	5,836	36,404	42,240
EI	9,672	3,782	0	3,782	4,766	5,742	0	10,508	5,378	0	0	0	7,589	27,225	34,814
EM	21,402	3,108	0	3,108	9,387	1,493	11,499	22,379	5,680	0	0	0	28,664	33,240	61,904
FE	10,298	1,736	0	1,736	2,768	1,205	0	3,973	3,671	0	0	0	9,927	11,874	21,802
GC	5,995	1,294	0	1,294	3,136	2,515	0	5,651	3,721	0	0	0	2,695	13,007	15,702
HC	5,322	2,727	0	2,727	3,187	5,866	0	9,053	9,802	0	0	0	3,468	10,351	13,819
HG	92	638	0	638	764	0	0	764	18,242	0	0	0	420	1,328	1,748
HS	13,563	5,025	0	5,025	9,575	1,648	0	11,223	9,062	0	0	0	27,300	39,138	66,439
IG	2,544	2,956	0	2,956	617	106	0	723	7,206	0	0	0	856	6,757	7,613
IM	14,117	993	0	993	4,990	2,159	0	7,149	5,051	0	0	0	24,513	34,451	58,964
IN	11,797	2,705	0	2,705	3,333	449	0	3,782	2,382	0	0	0	25,906	17,772	43,679
LM	1,476	706	0	706	1,475	0	0	1,475	552	0	0	0	5,427	1,484	6,911
MA	13,287	6,502	0	6,502	21,819	2,998	2	24,819	36,669	0	0	0	15,868	36,287	52,155
NA	41,437	5,307	0	5,307	15,948	5,079	0	21,027	20,359	0	0	0	85,438	81,401	166,839
NE	10,721	1,405	0	1,405	3,397	25	0	3,422	3,212	0	0	0	29,499	11,874	41,374
NR	0	66	0	66	0	62	0	62	294	0	0	0	10,345	0	10,345
OE	1,669	258	0	258	1,289	0	0	1,290	2,709	0	0	0	8,075	4,258	12,333
PA	383	365	0	365	2,773	2,103	0	4,876	1,363	0	0	0	3,264	1,641	4,904
PI	3,887	628	0	628	1,603	219	0	1,822	2,932	0	0	0	9,803	6,640	16,444
RW	1,020	1,312	0	1,312	2,501	1,093	0	3,595	11,107	0	0	0	2,925	6,211	9,135
S	899	1,395	0	1,395	2,268	0	0	2,268	15,652	0	0	0	184	7,812	7,996
SC	16,691	3,395	0	3,395	4,432	17,028	0	21,459	8,012	0	0	0	13,580	30,311	43,891
WAPA	9	49	0	49	0	0	0	0	10,112	0	0	0	25	469	494
FO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	213,201	64,576	0	64,576	113,514	63,066	12,040	188,620	285,801	0	0	0	329,995	450,167	780,162

Summary of Current Month Bill - December 2008
(WHOLE DOLLARS)

Table IB

[illegible]

Cumulative Year-to-date Billing - December 2008
(WHOLE DOLLARS)

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL POSTAGE	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	DIGITAL	TOTAL COPYING	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
BPA	325	294	0	294	0	0	0	0	1,071	30,731	0	30,731
CF	39,389	1,828	-	1,828	15,896	48,134	0	64,030	11,940	822,870	0	822,870
CI	1,321	538	0	538	906	0	0	906	1,615	139,216	0	139,216
ED	4,107	2,041	0	2,041	4,150	8,963	0	13,113	5,581	118,331	0	118,331
EE	60,492	67,700	0	67,700	19,291	27,461	559	47,311	173,519	1,430,000	0	1,430,000
EI	43,610	10,718	0	10,718	12,474	9,802	731	23,008	72,804	1,350,913	0	1,350,913
EM	85,917	8,686	0	8,686	27,651	41,152	26,457	95,260	22,485	1,206,097	0	1,206,097
FE	32,325	5,689	0	5,689	9,586	13,017	79	22,682	27,856	583,495	0	583,495
GC	17,487	3,749	0	3,749	9,360	4,893	7,106	21,359	13,207	712,324	0	712,324
HC	23,108	9,241	0	9,241	9,322	33,753	0	43,075	23,385	410,471	0	410,471
HG	632	1,901	0	1,901	2,065	0	0	2,065	19,004	212,225	0	212,225
HS	51,933	16,877	0	16,877	32,645	10,550	0	43,195	20,437	1,445,558	0	1,445,558
IG	9,003	7,998	0	7,998	2,362	1,042	0	3,404	18,376	326,511	0	326,511
IM	44,809	3,783	0	3,783	15,744	35,462	0	51,206	14,007	1,364,968	0	1,364,968
IN	33,839	12,033	0	12,033	10,754	1,475	0	12,229	7,700	1,510,259	0	1,510,259
LM	4,908	3,685	0	3,685	2,774	552	0	3,327	2,190	82,709	0	82,709
MA	44,801	21,985	0	21,985	63,491	36,120	2	99,613	76,245	1,974,344	0	1,974,344
NA	133,828	15,587	0	15,587	51,486	39,453	0	90,939	64,341	3,680,872	0	3,680,872
NE	26,674	4,355	0	4,355	9,537	4,808	1,270	15,615	7,888	504,140	0	504,140
NR	0	187	0	187	0	62	0	62	974	0	0	0
OE	6,737	846	0	846	3,159	1,784	154	5,097	15,177	218,451	0	218,451
PA	3,059	1,108	0	1,108	8,999	2,199	0	11,198	10,030	78,573	0	78,573
PI	18,310	1,885	0	1,885	5,904	7,833	0	13,737	6,429	356,166	0	356,166
RW	11,981	3,705	0	3,705	7,907	1,187	0	9,094	17,489	330,510	0	330,510
S	6,584	3,922	0	3,922	7,827	3,378	0	11,205	42,323	200,962	0	200,962
SC	57,712	11,238	0	11,238	14,386	33,087	0	47,472	51,292	934,820	0	934,820
WAPA	67	145	0	145	0	83	0	83	25,004	32,727	0	32,727
0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	762,958	221,724	0	221,724	347,677	366,250	36,358	750,285	752,369	20,058,242	0	20,058,242

Cumulative Year-to-date Billing - December 2008
(WHOLE DOLLARS)

TABLE IIB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	ANNUAL	MONTHLY	MONTHLY		ANNUAL	ANNUAL	QUARTERLY	QUARTERLY		MONTHLY	ANNUAL	ANNUAL	ANNUAL	
ORG CODE	PHONE USAGE	PHONE INFRA.	TOTAL PHONE SERVICE	NETWORK	DCAA	CONTRACT CLOSEOUT	CONTRACT PCS	TOTAL CONTRACT	CHRIS	PAYROLL PROCESS	CTS/OLC	CTS/TDS	TOTAL CTS	PMCDP	STARS	INTERNAL CONTROLS	INDIRECT FUND ADMIN.	YEAR TO DATE
BPA	63	2,942	3,005	11,684	0	0	0	0	0	0	0	0	0	0	0	0	0	47,110
CF	7,555	67,703	75,258	107,765	0	3,150	0	3,150	0	0	0	1,380	1,380	0	0	0	0	1,127,609
CI	2,811	9,061	11,873	11,388	0	0	0	0	0	0	0	0	0	0	0	0	0	166,856
ED	1,545	10,827	12,372	13,344	0	550	0	550	0	0	0	0	0	0	0	0	0	169,438
EE	4,520	107,515	112,035	152,750	0	10,100	0	10,100	0	0	0	1,150	1,150	0	0	0	0	2,055,057
EI	7,598	81,076	88,675	1,577	0	20,600	0	20,600	0	0	0	4,830	4,830	0	0	0	0	1,616,734
EM	33,807	99,831	133,638	184,479	0	4,450	0	4,450	0	0	0	6,440	6,440	0	0	0	0	1,747,452
FE	9,427	35,775	45,201	122,885	0	5,300	0	5,300	0	0	0	920	920	0	0	0	0	846,354
GC	3,675	39,187	42,862	31,800	0	2,850	0	2,850	0	0	0	3,910	3,910	0	0	0	0	849,548
HC	4,505	30,831	35,336	50,549	0	1,200	0	1,200	0	0	0	4,140	4,140	0	0	0	0	600,505
HG	580	4,001	4,581	5,121	0	0	0	0	0	0	0	0	0	0	0	0	0	245,529
HS	33,354	118,190	151,544	75,400	0	30,000	0	30,000	0	0	0	920	920	0	0	0	0	1,835,864
IG	877	20,320	21,197	21,520	0	1,250	0	1,250	0	0	0	690	690	0	0	0	0	409,949
IM	32,691	103,282	135,973	193,900	0	1,550	0	1,550	0	0	0	230	230	0	0	0	0	1,810,426
IN	-3,864	53,466	49,602	4,943	0	1,000	0	1,000	0	0	0	0	0	0	0	0	0	1,631,604
LM	6,022	4,472	10,494	41,199	0	300	0	300	0	0	0	0	0	0	0	0	0	148,811
MA	18,900	109,165	128,065	116,746	0	39,600	0	39,600	0	0	0	4,600	4,600	0	0	0	0	2,506,000
NA	99,372	244,733	344,105	319,665	0	2,300	0	2,300	0	0	0	4,140	4,140	0	0	0	0	4,655,777
NE	30,135	35,814	65,949	41,495	0	300	0	300	0	0	0	230	230	0	0	0	0	666,646
NR	9,222	0	9,222	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10,444
OE	10,597	12,788	23,385	19,420	0	0	0	0	0	0	0	1,150	1,150	0	0	0	0	290,262
PA	3,647	4,943	8,589	6,541	0	0	0	0	0	0	0	0	0	0	0	0	0	119,099
PI	13,215	20,006	33,221	29,693	0	850	0	850	0	0	0	1,380	1,380	0	0	0	0	461,671
RW	2,806	18,633	21,439	52,267	0	0	0	0	0	0	0	0	0	0	0	0	0	446,484
S	174	23,575	23,750	13,770	0	0	0	0	0	0	0	0	0	0	0	0	0	302,515
SC	18,839	91,083	109,922	103,831	0	0	0	0	0	0	0	230	230	0	0	0	0	1,316,517
WAPA	14	1,412	1,427	36,383	0	0	0	0	0	0	0	0	0	0	0	0	0	95,836
0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	352,086	1,350,631	1,702,716	1,770,115	0	125,350	0	125,350	0	0	0	36,340	36,340	0	0	0	0	26,180,100

PROJECTED CUSTOMER COSTS FY 2009
(\$ IN THOUSANDS)

Table III

ORG CODE	SUPPLY	MAIL	COPYING SERVICE	PRINTING & GRAPHICS	BLDG OCCUP	PHONE SERVICE	NETWORK	PROCUREMENT MGT	PAYROLL & CHRIS	CORP TRAINING SERV	PROJECT MANAGEMENT CAREER DEVELOPMENT PROGRAM	IMANAGE	INTERNAL CONTROL	INDIRECT	TOTAL ALL ACTIVITIES	
BPA	1	23	29	27	138	12	47	0	0	291	0	0	0		568	BPA
CF	152	134	157	153	3,421	345	525	20	89	53	31	73	8	120	5,281	CF
CI	24	70	31	57	618	70	41	2	11	8	0	4	1		937	CI
ED	15	55	39	74	520	54	41	26	12	9	0	5	1		852	ED
EE	327	231	273	366	5,177	407	502	866	189	27	18	356	252		8,990	EE
EI	183	121	158	248	7,154	468	5	74	149	58	8	41	20		8,686	EIA
EM	189	135	194	94	4,085	627	775	5,626	532	227	479	1,654	1,274		15,889	EM
FE	116	117	74	67	2,528	252	424	1,641	363	110	19	596	165		6,472	FE
GC	68	70	65	195	3,305	180	100	3	61	29	0	11	5		4,093	GC
HG	8	26	32	131	692	18	13	2	12	8	0	4	1		946	HG
HR	68	135	121	60	1,771	181	173	30	52	69	0	10	5		2,675	HR
HS	242	263	180	80	7,771	751	456	226	96	135	15	129	88		10,431	HS
IG	51	72	45	122	1,412	92	73	3	113	37	0	26	10		2,054	IG
IM	229	192	118	59	5,083	497	575	27	36	45	31	32	22		6,946	IM
IN	45	182	53	41	3,402	1,176	18	2	43	22	0	22	1		4,461	IN
LM	12	24	29	19	426	39	113	7	23	17	4	49	33		796	LM
MA	155	475	269	442	8,380	567	348	136	98	68	0	22	13		10,975	MA
NA	550	466	256	277	15,841	2,098	1,445	3,050	998	428	220	2,435	1,792		29,856	NA
NE	104	119	60	90	2,130	198	132	538	167	80	25	264	145		4,052	NE
NR	0	2	0	4	0	43	0	363	86	23	0	151	168		839	NR
OE	45	47	36	34	971	167	42	0	23	18	10	52	28		1,475	OE
PA	16	49	191	46	311	52	26	1	8	17	0	17	1		733	PA
PI	54	25	66	70	1,581	148	97	35	39	13	0	10	4		2,141	PI
RW	49	30	45	43	1,442	147	189	14	70	46	34	184	108		2,401	RW
S	28	51	45	160	1,007	100	48	0	11	4	0	1	1		1,456	S
SC	240	220	167	273	3,734	423	423	3,746	467	151	95	1,308	855		12,102	SC
WAPA	1	18	0	86	142	7	145	23	675	162	5	222	0		1,486	WAPA
FO	0	0	0	0	0	0	0	0	0	0	1	0	0		1	FO
TOTAL	\$2,983	\$3,376	\$2,766	\$3,358	\$83,169	\$9,119	\$6,776	\$16,462	\$4,421	\$2,175	\$1,000	\$7,691	\$5,000	\$120	\$148,415	